

Mundesley-on-Sea Parish Council
MINUTES OF THE FINANCE and DATA PROTECTION COMMITTEE
Held on TUESDAY 22nd October 2019 at 7:00pm
In the Church Rooms, MUNDESLEY

Present: Cllrs D Revell (Chairman), Cllr Harding, Cllr Gray, Cllr West.

Members of the Public: 0

Clerk: Ms D Joy

Prior to the start of the Meeting, the Chairman announced that the meeting was being recorded.

MINUTES

01 APOLOGIES FOR ABSENCE.

None

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.

None

03 MINUTES FROM PREVIOUS MEETINGS.

- 3.1 To sign the minutes of the Finance and General Purposes Committee held on the 30th July 2019 and **ADOPTED** by Full Council on the 30th September 2019.

Cllr West Proposed to move the motion and Cllr Harding Seconded the proposal.

Members **AGREED** To sign the minutes of the Finance and General Purposes Committee held on the 30th July 2019 and **ADOPTED** by Full Council on the 30th September 2019.

04 EXPENDITURE

- 4.1 To consider and agree new prices and contract from SSE for the Office, MUGA, Pavilion, Back Street, and Museum.

Cllr Revell Proposed to move the motion and Cllr Harding Seconded the proposal.

Members **AGREED** new fixed prices and contract from SSE for the Office, MUGA, Pavilion, Back Street, and Museum.

- 4.2 To consider and agree quotes for managing Woodhurst.

Cllr West Proposed to move the motion and Cllr Gray Seconded the proposal.

Members **AGREED** to go with M & H Lettings to manage Woodhurst.

- 4.3 To consider and agree schedule of works for street lights.

Cllr West Proposed to move the motion and Cllr Gray Seconded the proposal.

Members **AGREED** to instruct the contractor to carry out the works at the cost of £4635.00

- 4.4 To consider and agree quotes for printing and designing fold out village map.

Cllr West Proposed to move the motion and Cllr Harding Seconded the proposal.

Members **AGREED** to go with the quote supplied by Barnwell print at £250.00 design and £440 to print 200 copies.

- 4.5 To consider and agree if to order table and chairs for events and budget.

Cllr Harding Proposed to move the motion and Cllr Revell Seconded the proposal.

Members **AGREED** a budget of £2500.00 and for the Clerk to report back with options.

- 4.6 Update on costs for Christmas lights.

The Clerk informed the committee that the lights have arrived and the total cost including fitting it look to be about £6000.00.

05 ACCOUNTS

5.1 Lloyds number 2 account changes and to consider and agree any actions.

The Clerk informed members that the Councils number 2 account should be a Treasurers account. Lloyds have agreed and will be changing the account over in November and will be refunding the charges.

06 POLICIES

6.1 Update on changes to Subject Access Requests.

The Clerk informed members that the legal requirement for Subject Access Requests had changed for the requester to receive a reply within a calendar month.

Therefore, to avoid confusion with the different days in each month the Data protection officer will reply within 28 days.

6.2 Date for budget meeting.

The budget meeting was set for the 11th November at 1pm at the office, and the invitation will be extended to all members of the Council.

07 TO REPORT ANY OTHER BUSINESS

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the council.

Cllr Revell requested that a call for more committee members for Finance be on the next available Full Council meeting.

08 PUBLIC PARTICIPATION TIME

To resolve that the meeting be closed for a maximum of 15 minutes to allow public participation (3 minutes per person) **Note that only items in the Agenda are to be discussed – for any other item/subject please contact the Clerk in writing for submission at a future meeting.**

None

09 DATE OF NEXT MEETING

To confirm the next meeting of this Committee is 12th February 2020.

MEETING CLOSED: 7:40pm